

**Summary of the  
Board of Directors/Committee Chairs Meeting  
January 12, 1998**

The Board of Directors and the Committee Chairs of the National Environmental Laboratory Accreditation Conference (NELAC) jointly convened on Monday, January 12, 1998, at 5:30 p.m. EST, at the Sheraton National Hotel, Arlington, VA. The meeting was led by the board chair, Ms. Carol Batterton of the Texas Natural Resources Conservation Commission. A list of action items is provided in Attachment A, a list of participants is given in Attachment B and a copy of the Timeline for the Annual Meeting is shown as Attachment C.

**Welcome and Introduction**

Ms. Batterton welcomed the board members, committee chairs and invited guests to the Third Interim Meeting of NELAC.

**Approval of Minutes**

The minutes of the December 18, 1997 teleconference summary were approved with one minor correction.

**Criteria for Training**

This agenda item was postponed to a later date. Mr. Mike Ross was unavailable for the meeting.

**Co-Sponsorship**

Ms. Marion Thompson reported that follow-up letters had been prepared to AWWA and AIHA. These letters specify guidance on ethics and program development roles of participants in co-sponsorship with EPA. They will be asked to respond by February 5, 1998. A suggestion was made that the letters be amended to include co-sponsorship of the Interim meetings as well as the Annual meetings. Ms. Thompson explained to the attendees that the co-sponsors were limited to a \$100 registration fee but could charge fees to exhibitors to defray costs of the conference. They will be expected to work with the states in planning the meetings. Ms. Thompson requested that names of any additional co-sponsors be submitted as soon as possible.

**Date for Next Interim Meeting**

Dr. Gene Tatsch reported the RTI would be amenable to planning the Interim Meeting and signing a contract with the hotel a year to two years in advance if they can be assured that they can back out without risk if Federal monies are not available. There was a proposal to suggest to the Conference Management Committee that this be pursued. After discussion by the attendees, a motion was made and passed to have the Conference Management Committee consider setting the date for the next Interim Meeting in early December 1998.

## **Changes to the Constitution and Bylaws**

Ms. Pauline Bouchard stated that the Field Measurements Committee was proposing the creation of a new standing committee. Dr. Bart Simmons explained to the Board the Field Measurement Ad Hoc Committee's reasons that there should be a standing committee on sampling and field testing. After some discussion, the board recommended that the proposal be presented at the next annual meeting to make a new standing committee, Sampling and Field Measurements. Ms. Bouchard also discussed the issue presented by ELAB regarding the recommendation that the long range goal of NELAC be to develop a consistent approach to both the scope of accreditation and PT program sample design, which recognizes the needs of the laboratories, the primary accrediting authorities, and the Agency, particularly with regard to performance based methods, similar technologies, and analytical capabilities. The board recommended that the Program Policy and Structure Committee draft new language to be incorporated into the Constitution and Bylaws to ensure this recommendation.

## **Future Goals**

NELAC IV Annual Meeting - A flyer, prepared by TNRCC, was passed out by Dr. Tatsch announcing the next annual meeting. This flyer has been placed on the back of all the NELAC binders for participants' information. Ms. Batterton passed out NELAC Timelines for the meeting. A copy is attached for your information.

The next ELAB meeting will be on June 16, 1998. It will be prior to the Annual Meeting thus shortening the Annual Meeting by one day. (Note that during later discussions it was decided that the ELAB meeting would be held in conjunction with the Annual Meeting).

## **Availability of NELAC Presentation to State Laboratories**

Dr. Ron Cada reported on the "Colorado Summit" which was a meeting of the private laboratories from the State of Colorado. Mr. Chuck Wibby and Mr. Jerry Parr hosted the meeting to explain the benefits of NELAC accreditation for the private laboratories. Dr. Cada also stated that Mr. Wibby will be making this presentation to other interested states in the near future.

## **Comments from Scott Siders**

The issue of Mr. Siders', IL EPA, concerns regarding proposed language changes to the Quality Systems Chapter and their relationship to EPA's implementation of PBMS was discussed. The board remanded this issue to the Quality Systems Committee for resolution.

## **Other Business**

Dr. Charles Brokopp recommended that the board adopt a resolution to change the word “reciprocity” to “interstate recognition.” He explained that the word “reciprocity” had different meanings in different states. The board agreed to address this issue at a later date.

**Action Items  
Board of Directors Meeting  
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Item No.	Action	Date Completed
1.	Ms. Thompson will amend follow-up letters to include co-sponsorship of the Interim Meeting as well as the Annual Meeting and will submit them to Ms. Batterton for approval prior to mailing.	
2.	The board will recommend to the Conference Management Committee that the next Interim Meeting should be held in early December 1998.	
3.	The board recommended that the Program Policy and Structure Committee draft new language to be incorporated into the Constitution and Bylaws to ensure that the long range goals of NELAC are consistent with both the scope of accreditation and PT program sample design, which recognizes the needs of the laboratories, the primary accrediting authorities, and the Agency, particularly with regard to performance based methods, similar technologies, and analytical capabilities.	
4.	The board recommended approval to present the proposal of creating a new standing committee on Sampling and Field Measurements at the next Annual Meeting.	
5.	The board agreed to address the issue of changing the word "reciprocity" at a later date.	
6.	The board suggested remanding Mr. Scott Siders concerns regarding proposed language changes to the Quality Systems Committee for resolution.	

**Participants  
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<b>Name</b>	<b>Affiliation</b>	<b>Telephone Numbers</b>
Carol Batterton, Chair	TNRCC	Tel: 512-239-6300 Fax: 512-239-6307 email: cbattert@tnrcc.state.tx.us
Ken Jackson, Chair-elect	NY Dept. of Health	Tel: 518-485-5570 Fax: 518-485-5568 e-mail: jackson@wadsworth.org
Charles Hartwig, Past Chair	FL Dept. Of Health	Tel: 904-791-1550 Fax: 904-791-1567 email: charles_hartwig@dcf.state.fl.us
Charles Brokopp Chair, Transition Committee	UT Division of Laboratory Services	Tel: 801-584-8405 Fax: 801-584-8486 email: cbrokopp@state.ut.us
Ron Cada	CO Dept. Of Health	Tel: 303-692-3096 Fax: 303-344-9989 email: ron.cada@state.co.us
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Pauline Bouchard, Chair PP&S Committee	MN Dept. Of Health	Tel: 612-623-5331 Fax: 612-623-5514 e-mail: pauline.bouchard@health.state.mn.us
R. Wayne Davis, Chair On-Site Assessment Committee	SC Dept. of Health and Env. Control	Tel: 803-935-7025 Fax: 803-935-6859 e-mail: davisrw@columb36.dhec.state.sc.us
Dr. Carl Kircher, Chair Implementation Committee	FL HRS Office of Lab Services	Tel: 904-791-1599 Fax: 904-791-1591 e-mail: ckircher@dcf.state.fl.us
Sylvia S. Labie, Chair Quality Systems Committee	FL Dept. of Environmental Protection	Tel: 850-488-2796 Fax: 850-922-4614 e-mail: labie_s@dep.state.fl.us
Margaret M. Prevost, Chair Accreditation Process Committee	NY State Dept. of Health	Tel: 518-485-5570 Fax: 518-485-5568 e-mail: mmp03@health.state.ny.us
Anne Rhyne, Chair PT Committee, represented by George Breuer	TNRCC	Tel: 512-239-1291 Fax: 512-239-2550 e-mail: arhyne@tnrcc.state.tx.us
Irene Ronning,, Chair Membership & Outreach Committee - Absent	OR Health Division/Public Health Laboratories	Tel: 503-229-5505 Fax: 503-229-5682 e-mail: irene.e.ronning@state.or.us
Bart Simmons, Chair Field Measurements Ad Hoc Committee`	CA EPA	Tel: 510-540-3112 Fax: 510-540-2305 e-mail: bsimmons@ix.netcom.com
Marion Thompson, Chair Conference & Management Committee	USEPA	Tel: 202-260-7117 Fax: 202-260-7185 e-mail: thompson.marion@epamail.epa.gov
Nancy Wentworth, Invited Guest	USEPA, ORD	Tel: 202-564-6830 Fax: 202-565-2441 e-mail: wentworth.nancy@epamail.epa.gov
Gene Tatsch Contractor	RTI	Tel: 919-541-6573 Fax: 919-541-7386 e-mail: cet@rti.org
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**NELAC Timeline**

Feb. 24	Mail Mark Your Calendar Postcard
March 8	Tentative Agenda and Brochure Information Deadline
March 6	Brochure to Graphics
April 1	Mail list finalized
April 8	Brochure mailed
May 19	Final Agenda due for official conference program Names of all Committee Chairs List of scribes/stenographer's from Gene Tatsch
June 5	Hotel Reservation Deadline Fax Staff reservations list Names of VIP's
May 21	Meeting room floor plans finalized Committee room floor plans finalized Audio/Visual needs ordered
June 25	Ship supplies, etc to Omni Hotel San Antonio Give food guarantee
June 28	Travel to San Antonio - Set up
June 29-31	Conference

\*different date should be determined for shipment of Manuals etc. from EPA